

LIST OF “AS IS” RL FUNCTIONS IN SUPPORT OF THE PNNL SITE OFFICE

Organization	“AS IS” RL Functions in support of PNNL Site Office	Total FTEs associated with provided service	Proposed Disposition between RL and PNNL Site Office and SC support centers (i.e. Interface Agreement)	Comments
Infrastructure & Closure (AMC)				
Security & Emergency Service Division	Site wide Emergency Preparedness (EP) Coordinate development/integration of EP programs	.05		
	Ensure readiness to respond to emergencies	.02		
	Perform program assessments	.01		
	Security Clearance Processing and Security Badge Support	2.9		
	Security Incident Investigations interface and coordination	.05		
	Security Awareness Program	.1		
	Classified Visit Processing	.05		
	Safeguards and Security (SAS) Surveys/Assessments of PNNL; coordination of OA/Outside assessments	.5		
	Vulnerability Assessments of selected PNNL facilities	.1		
	Law Enforcement and Protective Force Coordination and management	.1		
	Designated Approval Authority accredits all PNNL classified cyber systems	.1		
	Coordination of Special Access Program Approvals security functions/activities	.1		
	Intelligence Program Coordination (compliance with Executive Order 12333)	.1		
	Non-sensitive SC-funded foreign travel approvals	.3		
	Coordination of all EM-funded foreign travel	.05		
	Foreign Ownership Control or Influence determinations and Facility Clearances	.05		
	Coordination of Material Control and Accounting activities including compliance with DOE Orders, planning and disposition	.1		
	Coordination of Sensitive Compartmented Information Facility (SCIF) operations/interface with IN-1	.2		
	Coordination/Management of PNNL’s Declassification Program	.2		
	Coordination of PNNL’s Classification Program	.1		

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	Coordination of PNNL’s Physical Security and Performance Assurance Program	.3		
	Coordination of PNNL’s SAS work plans/budgets	.05		
	Coordination of PNNL’s Technical Surveillance Countermeasures, Operations Security, and Communications Security Programs	.3		
	Security functions of the Hanford Patrol (FH-PTH)	.05		
	Non-federal Law Enforcement on Site including criminal investigations and traffic enforcement (BCSO)	.05		
	SAS services for protection of SAS interests involving the use, processing, possession, receipt, shipment, storage, and disposition of Special Nuclear Material (SNM), classified matter, protection of personnel, and government property (FH-PTH)	.4		
	Terrorism Response services from the Hanford Patrol and Fire Department (FH)	.05		
	Disposal of discard able accountable nuclear material and SNM (FH)	.02		
	300 Area Fire Response to PNNL Facilities [Note: Richland is primary fire response to PNNL] (FH)	.01		
	Site Access Eligibility processing through the use of the PSCR+ data system (FH)	.2		
Site Services Division				
	Unclassified Computer Security	.2		
	Computer hardware and software purchases and development; internet/HLAN Intranet support; telephones and pagers acquisition; GSA vehicle acquisition	.1		
	BPA lead for electricity acquisition	.1		
	Facility leases and budget	.1		
	Records management, records storage, and document control	.1		
	Program oversight	.1		
	Raw water and system maintenance	< .05		
	Potable water system maintenance	< .05		
	Electrical system maintenance	< .05		
	Road and grounds maintenance	< .05		
	Respiratory protection	< .05		
	Sanitary waste disposal	< .05		
	Mail and courier service	< .05		
	Investment recovery/property management	.2		
	Fleet maintenance	< .05		

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	Crane & Rigging	< .05		
	Steam	.2		
AMC Total		8.16		
Safety & Engineering (AMSE)				Note that AMSE provides AMT with expert staff resources to address a number of technical subject matter experts that support assessments and operational requirements.
Employee Concerns Program Support	Manages and administers employee concerns programs for Federal and contractor employees, including whistle blower complaints under 10 CFR 708;	.01		
Safety, Health & Quality Assurance Division	QAPD, RPP, CBDPP, CAIRS Reporting, FEOSH, ISMS	.2		
Engineering Support Division	Requirements Management; RIMS, Fire Protection, facility start-up and restart.	.1		
Authorization Basis Division	Authorization basis document reviews	.2		
Operations Oversight Division	Facility representative operational awareness	.2		Anticipated to be zero (0) Fac. Reps. In the future from RL.
AMSE Total		2.51		
Assistant Manager of Administration				
Procurement	Develop procurement guideline/procedure and policy.	.2		
	Analyze and coordinate subcontract approval	.1		
	Plan, coordinate and execute socio-economic program	.25		
	Administer use permit	.1		
	Oversite of contract's procurement system	.3		
	Administer contract requirement, i.e., directives/orders	.3		
	Select, negotiate, execute and administer contract and financial assistance instruments	1.2		
	Administer contractor human relation program	.85		
	Administer labor relations function	.15		
	Administer labor standards function	.2		

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Human Resources Management Division	Day to day interfaces with management and employees on issues involving staffing/recruitment, workforce management, retirement/benefits counseling, position classification, employment suitability, employee relations, and new employee orientation.	.4	With the exception of new employee orientation, and some retirement/benefits counseling services all of this work should be transitioned to the SC support center.	
	Payroll liaison, personnel action processing, and maintenance of personnel records.	.2	Transition all to SC support center	
	Labor negotiations and administration duties	N/A		SC employees will not be covered by existing bargaining unit.
	Administration of HR programs including SES/Excepted Service, performance management, incentive awards, pay and leave, employee assistance, drug testing, and work/life.	.2	Transition all to SC support center	
	EEO/Diversity services including HQ EEO support, complaints processing, EEO counseling, special emphasis program administration, education outreach programs, contractor oversight, grants administration, Hispanic outreach initiative, and EEO training/reports.	.2	Transition all to SC support center	
	System administration of RL human resource information system (RADAR), Corporate Human Resource Information System, and maintenance/development of the HRM inter/intranet site. Includes interfaces with other site systems (i.e., PeopleCore, training registration/individual development plans), and maintenance/development of standard and ad hoc reports.	.2	With the exception of PeopleCore interface, transition all to SC support center	
	Training administration and records for federal staff including registration and individual development plans.	.2	Transition to SC support center	
	Coordination and administration of internal and external employee and organizational development programs for federal staff.	.1	Transition to SC support center	
	Responding to Freedom of Information Act/Congressional Inquiries.	.01	Transition to SC support center	
Financial Management Division	Acquire Funds – Develop budget, formulate & monitor funding requests <ul style="list-style-type: none"> Develops guidelines and procedures for budget administration 	.3		

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	<ul style="list-style-type: none"> ▪ Formulates and administers budgets for RL and contractor operations ▪ Directs and coordinates budgetary planning ▪ Develops RL guidelines for program control, reporting, scheduling, documentation accounting, stat management systems, and preparation of work breakdown structures <ul style="list-style-type: none"> - Facilitates funding issues - Recommends the necessary controls to meet specific program objectives - Develops procedures for and coordinates the validation of budget estimates - Performs all budget administration functions for environmental management ▪ Develops and prepares a variety of budget reports ▪ Reviews planning documents for budgetary implications ▪ Advises RL and contractor staffs on the financial aspects of existing and pending legislation <ul style="list-style-type: none"> - Provides support to site offices and program Assistant Managers in evaluating budget alternatives - Maintains day-to-day liaison with DOE HQ and RL 			
	<p>Allocation of funds – Adjust budgetary resources as priorities and circumstances change</p> <ul style="list-style-type: none"> - Develops guidelines and procedures for budget administration - Formulates and administers budgets for RL and contractor operations - Directs and coordinates budgetary planning - Develops RL guidelines for program control, reporting, scheduling, documentation accounting, stat management systems, and preparation of work breakdown structures - Evaluates RL and contractor systems for cost and schedule control to ensure acceptability of reported data - Facilitates funding issues - Recommends the necessary controls to meet specific program objectives - Designs and develops systems and procedures for the execution of budget administration 	1.7		

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	<p>functions</p> <ul style="list-style-type: none"> - Performs all budget administration functions for environmental management Develops and prepares a variety of budget reports - Reviews planning documents for budgetary implications - Provides support to site offices and program Assistant Managers in evaluating budget alternatives 			
	<p>Financial Policy and Analysis – Develop/interpret financial policy to promote sound financial management practices and accomplish DOE’s missions</p> <ul style="list-style-type: none"> - Performs financial data integrity quality reviews - For ORFSC, develops and reports performance metrics - Processes, receives, and edits the monthly MARS record - Provides analysis and appropriate footnotes for annual financial statements - Tests and confirms obligation, costs, and accruals in Departmental Integrated Standardized Core Accounting System (DISCAS) - Validates all data sets in DISCAS - Oversight of contractor financial operations - Automates and maintains selected financial activities - Creates, maintains, and distributes financial reports - Provides support on federal Travel Manager system - Provides advice and instruction to RL and its contractors on audited financial statement policies, procedures and practices - Evaluates contractor accounting system adequacy - Reviews/analyzes and interprets financial reports - Serves as the Federal Travel credit card coordinator - Subject matter experts on financial and accounting laws, regulations, standards, directives and guidance. - Assures that contractors comply with DOE 	2.04		

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	<p>financial and accounting laws, regulations, standards, directives and guidance.</p> <ul style="list-style-type: none"> - Prepares comments for management to various auditor findings involving financial and accounting - Advises RL and contractor staffs on the financial aspects of existing and pending legislation related issues - Maintains day-to-day liaison with DOE HQ and RL - Serves as the authority on budget policies and plans for RL - Arranges and conducts the Manager’s budget/program reviews - Appraises contractors’ performance of budget administration responsibilities - Administers to DOE HQ oversight of Field Business Management Performance Monitoring and Assessment Program - Coordinates audit activities between contractors’ internal auditor staff, the Defense Contract Audit Agency and DOE-IG. - Provides oversight of M&O internal audit organizations - Provides financial advise and assistance to Cos - Plans and performs comprehensive financial management reviews of integrated contractor financial management activities as requested by management - Performs independent evaluations of contractor operations, methods, systems, procedures, and practices - Develops, recommends/advises and monitors financial and accounting policies, procedures, and reporting requirements (i.e. Federal Acquisition Regulations, Cost Accounting Standards, Accounting Handbook, etc.) - Reviews and monitors the financial aspects of contracts as well as provides advice and assistance during source evaluation boards or other similar contract modifications - Supports the RL process for the development, approval, change control, performance monitoring, performance validation, performance reporting, fee determination and payment of fees related to award fee incentives 			
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	and performance incentives			
	<u>Funds Control</u> Establishes and maintains financial systems with U.S. Treasury <ul style="list-style-type: none"> - Tests and confirms obligation, costs, and accruals in Departmental Integrated Standardized Core Accounting System (DISCAS) - Validates all data sets in DISCAS - Serves as Federal Financial Manager for the DOE DISCAS - Establishes DISCAS User Profile and Menus interfaces - Recommends and prioritizes DISCAS modifications - Performs budget and reporting classification - Processes requests for payments. - Oversight of contractor financial operations - Automates and maintains selected financial activities - Creates, maintains, and distributes financial reports - Provides support on federal Travel Manager system - Manages the automated funds control system - Ensures compliance with funds control regulations - Develops and prepares a variety of budget reports - Certifies funding availability and the use of funds in accordance with congressional and OMB direction - Maintains day-to-day liaison with DOE HQ and RL - Appraises contractors’ performance of budget administration responsibilities 	.61		
	Acquisition Management – Contract Management	.1		
	Asset & Infrastructure Management – DOE personal property; Real Estate/Real Property <ul style="list-style-type: none"> - Maintains accounts for other nuclear material accountability stations 	.1		
	Integrated Performance Evaluation – Contractor			

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	oversight & evaluation planning; external evaluation coordination (GAO, IG, HQ, etc.); FMFIA; DOE Self-Assessment	.1		
AMA Total		10.11		
Office of Chief Counsel				Legal support is level of effort and varies. The general attorney functions for .6 – 1.2 FTE includes administrative support
	Provides legal counsel as to the authority for and legal implications of RL activities; provides legal advice for contract administration issues and support functions such as human resources, finance, site services, safety, employee standards of conduct, financial disclosure reviews;	.6 – 1.2		
	Takes appropriate action to protect DOE interests in litigation and in administrative proceedings; provide oversight of contractor litigation and legal matters:			
	Approves, for legal sufficiency, claims by or against the Government;			
	Prepares or approves nonstandard management and operating and other prime contract language and contractual compliance/legal documents;			
	Participates in contract and environmental compliance agreement negotiations to which RL is a party, and provides related legal counsel and assistance;	↓		
	Grants patent approval for release or declassification of publications, speeches, and reports;	.6 - 8		
	Prepares patent applications, amendments, and appeals for filing by DOE in the United States Patent and Trademark Office and the Canadian Patent Office, and preparing patent applications and directions for associate counsels in other foreign countries to file on behalf of DOE;	↓ ↓		
	Administers the patent aspects of DOE contracts and subcontracts;			
OCC Total		2		
Communications				
	Provides guidance/counsel to senior management on public affairs-related matters;	.05		
	Responds to inquiries from local, regional, national, international news media and trade press	.05		
	Oversees contractor public affairs activities	.05		

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	Administers FOIA/Privacy Act Program	.01		
	Maintains relationships with Congressional staff members (locally and at DOE Headquarters) and conducts community relations and public involvement activities.	.05		
COM Sub-Total		.21		
Internal Communications	Communication Liason between AMT and PNNL. Funded by program dollars.	.75		
COM Total		.96		
AM for Planning & Integration				
Regulatory Compliance & Analysis Division	Strategy Development, Certification and Site-Wide Integration of Environmental Permits	.1		
	Integration of Cultural Resources Regulatory Program Requirements			
	Integration and Compliance Determinations for NEPA			
	Enforcement Negotiation and Settlement Lead			
	Site-wide Policy Development			
Baseline & Project Control Division	Set up quarterly program mgmt meetings Allocate site budget to EM funded programs within AMT Review baselines and baseline change requests Integrate allocation of funding reductions.	.1		
AMI Total		.2		
River Closure Org. (AMRC)	See comment			At this time I am unaware of any on-going services that AMRC provides AMT. There is an on-going arrangement that it of importance. The two groups need to closely coordinate on the D&D of the laboratories in the 300 Area. This is an issue that will be long-standing and will require some effort over about the next 6 years. The next major push in this area will be the review of the River Corridor's baseline that will occur during FY03.
Project Management Org. (PMO)				<u>Other Functions through PMO Support to RL Organizational Elements</u> Some things like Dosimetry program management are being

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				staffed by PMO staff members, but you should get indication of those functions from input being provided to you from those organizational elements.
	<u>Aviation Safety Program Support</u> This includes general programmatic support, specific activity reviews, inspections and other functions specified through the program requirements.	.25		
	<u>Accident Investigation Program Support</u> This includes general programmatic support, emergency response team oversight and interface, DOE accident investigation team coordination (during formation and as a support function during the investigation), and HQ/other interface during an DOE accident investigation team activity.	.01		
PMO Total		.26		
Central Plateau Org. (AMCP)				
Plateau Transition Division	Technical support and authorization coordination for all PNNL nuclear material transaction requests (BR requests) that cover the following actions: Shipping offsite, Import & Export, Sales, Acquisition of materials, Discards to Waste, Inter-Area Transfers, Barter Agreements.	.5		Note: PTD estimates a total of .2 FTE’s provided to PNNL. This was averaged over the four tasks.
	Coordination and technical review for all reports required by DOE Order 5660.1B (e.g., Forecast Report, Materials Management Plan, Allotment Status Report, and Nuclear Materials Inventory Assessment Report)	.5		
	Coordination and development of PNNL disposition Maps in support of the EM Stewardship Initiative.	.5		
	Coordinate RL PTD formal approval for PNNL Transportation Safeguards Requests (TSRs). The TSRs, when approved by RL PTD, allow PNNL to order a Safe Secure Transporter (SST) to transport Category 1 & 2 SNM to offsite locations.	.5		
Waste Management Division:	Provide interpretive authority support for DOE O 435.1., DOE M 435.1, and the Implementation Plan for DOE O 435.1.	.01		Would assume that SC will absorb this function at the HQ level consistent with however they write their 435.11P
	Technical support and authorization coordination for PNNL nuclear material transaction requests (BR requests) that cover Discards to Waste.	.01		Considered part of the PHMC waste disposal process
	Provide liaison support for the support of radiological	.05		No MOA’s are used by other off-site

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	storage and disposal.			generators. SW requirements are promulgated on the internet. Liquid effluent requirements for 310 facility are specified by permit. Policy decisions regarding disposal (e.g., use of Hanford for all of its own rad waste disposal) would have to be negotiated at the Site Office/Manager level.
AMCP Total		2.07		
Total RL FTEs provided to PNNL Site Office		26.27		